FIL ONLINE REGISTRATION

USER MANUAL

V1.0

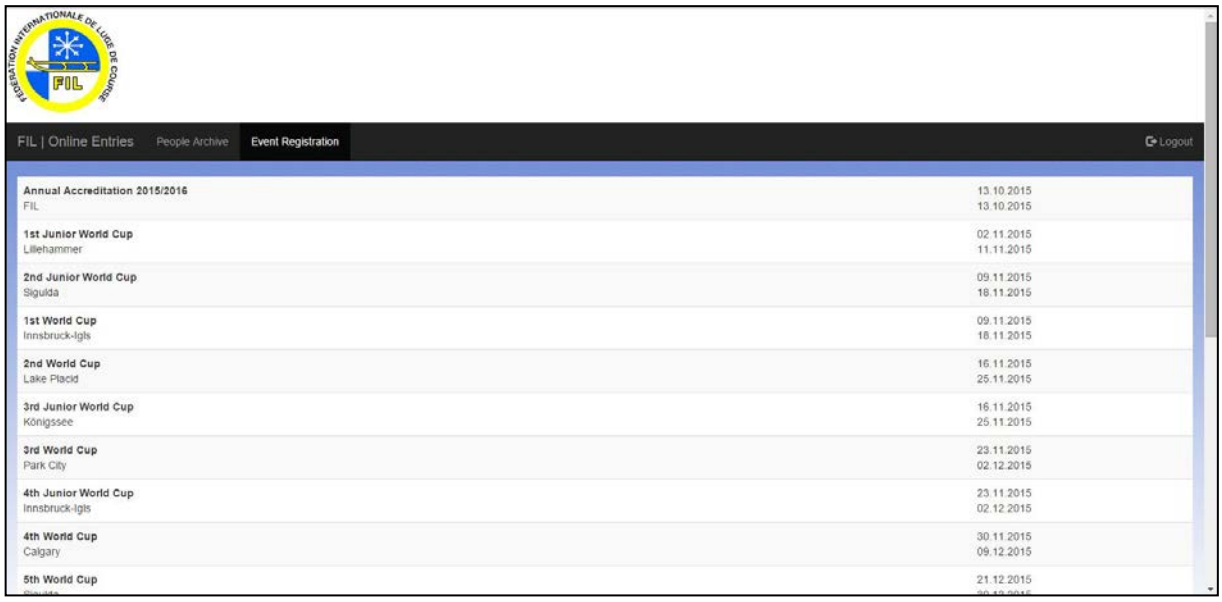
21. SEPTEMBER 2015

1. LOGIN

The login button is located on the right side, after clicking it you will be prompted to enter your username and password. Press "Login" to finish the login procedure.

After you logged in the button on the right will change to "logout" and you can logout whenever you want by pressing it.

2. EVENT SELECTION

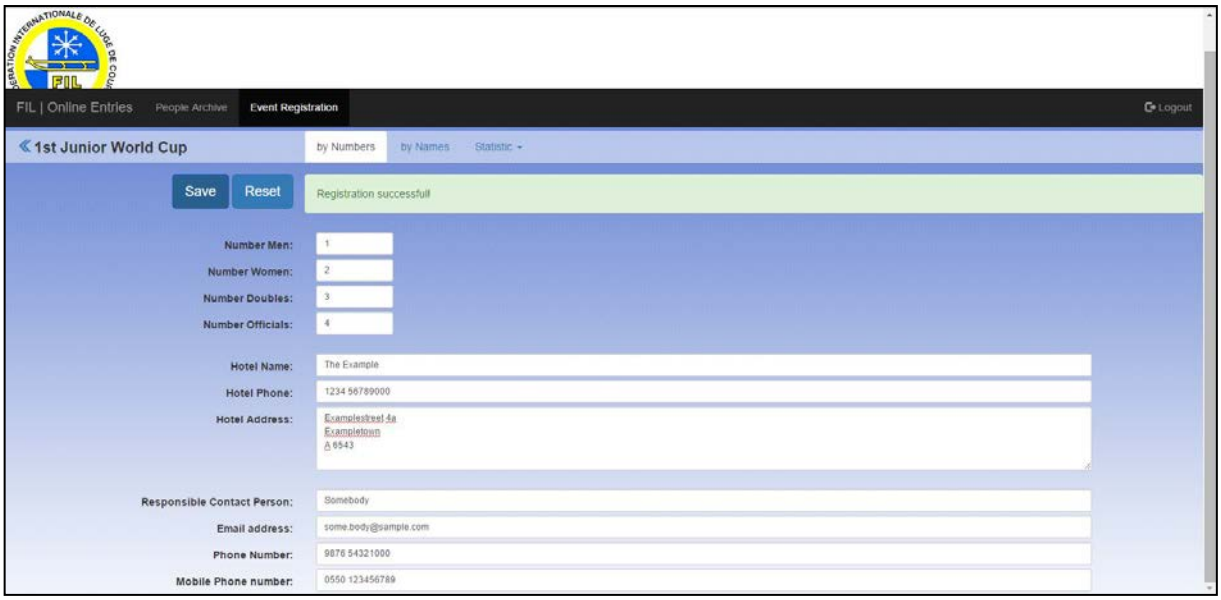


On the "Event Registration" tab all events are listed in their chronicle order.

On the right side of the table are two dates, the 1st one is the deadline for the registration by numbers the one in the2nd line is the deadline for the registration by names

If you want to enter your numbers or names and also if you want to check your current entered data you have to click on the desired event (event-row).

3. REGISTRATION BY NUMBERS



First you have to enter

- your numbers of men, women, doubles and officials
- the name, phone number and address of your lodging
- the contact person's name, email address, phone and mobile number

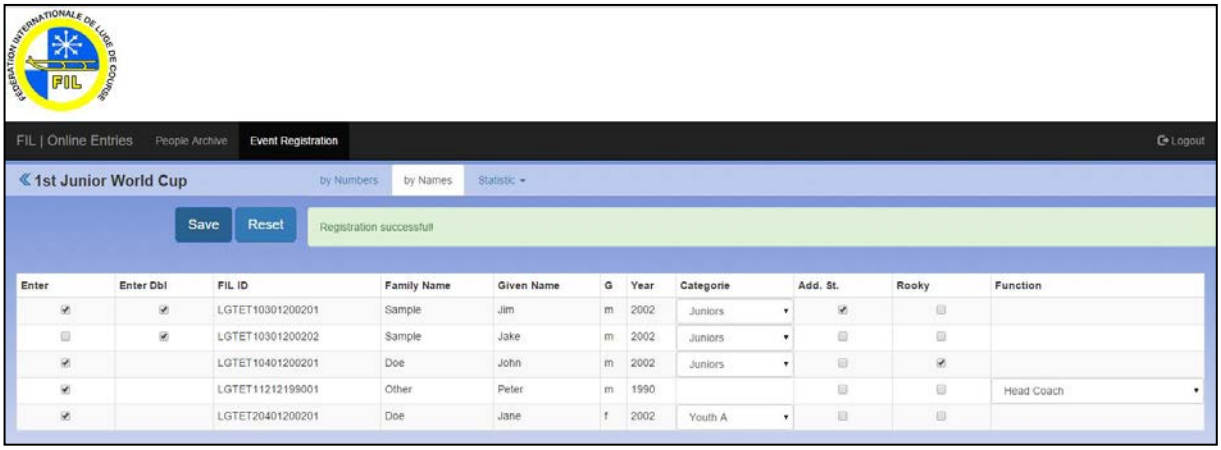
The registration will only be successful if everything is entered, after clicking the "Save" button a green box with "Registration successful!" indicates the successful completion of your registration by numbers.

Notice that the form will not be emptied after your registration, here you can also check your entered data at any time and change if needed (and within the deadline).
[A complete listing of all your data is available at the statistic tab (see 5. MY DATA)]

If you want to undo your changes and have not clicked "Save" jet, simply click on "Reset".

4. REGISTRTION BY NAMES

Before you can enter your Names you have to complete your registration by Numbers, otherwise the "Save" button will be disabled and a warning will appear.



Register your athletes and officials by clicking the checkbox in the "Enter" column
To enter doubles you have to click on the checkbox in the "Enter Dbl" column, it is only necessary to click one checkbox as the other checkbox should update automatically, nevertheless check if every double-pair is complete

Also click on "Add. St." if you want to mark an athlete as an additional Starter and "Rooky" if the athlete never has been on this track.
Furthermore if the event is a junior event you have to select the Category.

For officials you have to select their Function

If everything is entered you can finish your registration by names with a click on the "Save" button, again a green box with "Registration successful!" will confirm your registration.

If you cannot complete the registration because athletes or officials are not available or the wrong double-pair is auto-selecting, contact FIL to update your athletes/officials data before finishing the registration by name.

5. MY DATA

You can View your complete Data on the "Statistic" tab, here you can choose to view it online or to download your registration as a PDF or EXCEL file